

Position Title: Alameda County Mentor Program Intern (Alameda County/East Bay/Oakland area)

Reports to: Alameda County Mentor Program Lead Case Manager

Status: Internship

Length of Internship: 4-6 months; 2-3 days per week (10 hours per week)

Brief Description of the Mentor Program:

The Mentor Program aims to inspire new attitudes, behaviors, and ambitions in juvenile justice involved youth by creating and facilitating lasting connections with trained, caring, and committed mentors.

Program Components:

The Mentor Program follows the six evidence based practice principles for mentoring and asks the mentor to meet with mentees 2-3 hours per week. Along with this, the Mentor Program engages a four phase case management model.

Recruitment

- Recruit youth from Alameda County Juvenile Court
- Recruit mentors from Alameda County community

Screening

- Mentor background check, paper screening and three face to face to face interviews
- Baseline Assessment and guardian orientation with youth

Training

- CAFA Trainings

Matching

- Match Strategy & Match Party

Monitoring & Support

- Dosage & Phase Transition
- Monthly Events, Quarterly Trainings, & Service Planning

Mentor Program Intern – Position Summary

This position will provide administrative and outreach support for both youth and volunteer processes and will be supervised by the Mentor Program Lead Case Manager. A Mentor Program Intern would assist the Mentor Program in all administrative duties as needed, and help us maintain and deliver quality services to our community while taking on new challenges such as assisting our Lead Case Manager with the CAFA (Court Appointed Friend and Advocate) Program. The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. They must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Mentor Program Intern will uphold FLY's core values and be internally motivated by FLY's mission.

Primary Responsibilities*:

- **Provide Organizational and Administrative Support to the Mentor Program**
 - Create packets and case files for the Mentor Program
 - Organize and prepare mailings for the Mentor Program
 - Manage storage to ensure its maintained organization
 - Enter data into the Efforts to Outcomes (ETO) database as necessary
 - Assist the Lead Case Manager in any additional paperwork and administrative needs in support of case managers and mentor/youth match facilitation.



- **Inventory and Stocking Office Supplies**
 - Coordinate with the Lead Case Manager to inventory program supply needs on a weekly basis and put away/organize/replenish office supplies on a monthly basis. This includes: general supplies, program-specific supplies, events supplies and postage.
- **Maintain Overall Office Appearance and Cleanliness**
 - Keep the Mentor Program area looking clean, presentable and professional at all times
 - Organize and clean the storage room
- **Youth Events and Activities Support**
 - Support Match Manager in preparation for Mentor Trainings
 - Providing rides for youth for fieldtrips and activities as needed
 - Support Lead Case Manager in organizing and executing youth field trips
 - Assist in the creation of photo memories after youth events and fieldtrips

**May include other duties as needed and assigned*

Organizational Duties:

- **Uplift FLY Morale**
 - Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
- **Acknowledge and Support FLY's Culture**
 - Adhere to all FLY policies and procedures
 - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
 - Seek out and participate in personal and professional development opportunities
 - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
 - Caring
 - Change Agents
 - Diversity/Creativity
 - Respect
 - Commitment (Non-Judgmental & Unconditional Love)
 - Responsibility/Accountability
 - Professionalism

Qualification and Competency Requirements

Positional Competencies – required for our Mentor Program Intern

- *Must be 21 years old and have reliable transportation and drivers insurance*
- *Ideally lives in or near Alameda County*
- *Strong Written and Verbal Communication; general administrative skills*
- *Relationship-building & People skills*
- *Computer Proficiency*
- *Self-motivating*
- *Skilled in Project Implementation, Organizing & Stewardship of Resources*



The Alameda County Mentor Program Intern is an unpaid internship with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and fit for this position and Resume internships@flyprogram.org. Please specify the title of the Intern position for which you are applying within your email's subject line.